



Oregon Department of Human Services

Information Memorandum

Originating Cluster:

Seniors and People with Disabilities

Authorized by: Mary Lee Fay, Administrator

Signature

IM Number: SPD-IM-03-094

Date: October 14, 2003

Subject: Re-Scheduling of PAS Training from October 22 to October 29, 2003

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Children Adults and Families | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Community Human Services | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> Other (please specify): _____ | |

Message: Due to a scheduling conflict, the PAS training, originally scheduled for Wednesday, October 22, has been rescheduled to the following week, Wednesday, October 29, 2003. The training site is the New Kings Inn Conference Center, located at 1600 Motor Court NE, in Salem, just one block east of the Market Street exit off of I-5. Registration will begin at 8:30 and the training should conclude at 4:00 pm.

The training is primarily designed for staff with PAS responsibilities, Supervisors/Managers and AAA Directors. There is no cost to attend this training. Due to budget cuts, lunch will not be made available. Time for lunch away from the training site has been incorporated into the agenda. Registration will assure an accurate count for materials, which will be provided by SPD. Please register no later than Friday, October 24, 2003. Transportation and per diem costs are the responsibilities of the staff person's work unit.

DHS/AAA staff can register through the DHS On-Line Training Registration System at <http://www/dhs/state.or.us/training/>.

If you have any questions about this information, contact:

Contact(s):	Marilee Bell		
Phone:	503-947-5262	Fax:	503-373-7902
E-mail:	marilee.bell@state.or.us		

